



Typical KSI Branch Start-Up Costs Worksheet

Transition Costs

| | <u>Item</u> | <u>Estimated Cost</u> |
|----------------|----------------------------|--------------------------------|
| Office: | Deposit | 3 Months' Rent (\$500-\$1,200) |
| | Improvements | Varies |
| Furniture: | | \$5,000-\$15,000 |
| Equipment: | Computer | \$1,500-\$3,000 (EACH) |
| | Printer | \$250-\$1,500 |
| | Copier | \$1,000-\$2,500 |
| | Fax (or E-fax) | \$175-\$500 |
| Telephone: | | \$250-\$1,000 |
| Miscellaneous: | Legal/Accounting Fees | \$250-\$750 |
| | Office Supplies | \$250-\$750 |
| | Stationary/Business Cards | \$250-\$700 |
| | Advertising | \$500-\$2,000 |
| | Registration Fees (Annual) | \$485-\$1,250* |

Monthly Office Expenses

| | |
|--------------------------|---------------------|
| Accounting Fees | \$50-\$150 |
| Annual Registration Fees | \$350-\$1,200* |
| E&O Insurance | \$330 per Rep/Month |
| Employee Salary/Benefits | \$1,500-\$3,000 |
| Health Insurance | \$300-\$500 |
| Office Lease | \$500-\$1,500 |
| Postage | \$65-\$150 |
| P&C Insurance | \$25-\$50 |
| Supplies | \$50-\$100 |
| Telephone | \$100-\$500 |
| Utilities | \$150-\$250 |

Depends on # of States the Rep is registered in